

*Res*

DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No x)  
Resolution transferring funds from Board of Supervisors Secretary to Personnel Extra Help (\$1,500) and allocating 300 hours Extra Help Office Assistant I/II in Personnel

BACKGROUND AND HISTORY OF BOARD ACTIONS:  
The Secretary of the Board of Supervisors has given notice and the position will be recruited. The recruitment will take approximately six to eight weeks. During that time, the Board office will need the Office Assistant I full time, which is now shared with Personnel. In order to meet the needs of the Personnel Office staffing without the use of the Board's Office Assistant I, staff recommends that the salary savings during recruitment of the Board Secretary position be transferred to Personnel for extra help needs and an extra help Office Assistant I be allocated to that function.

- LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Do not transfer the salary savings; continue to share the Office Assistant I.
  2. Do not transfer the salary savings; do not share the Office Assistant I; Personnel will not have the help needed for that office.

COSTS: ( ) Not Applicable

A. Budgeted current FY \$ 0

B. Total anticipated costs \$ 1,500

C. Required Add'l funding \$ 0

D. Source: Board Salary Savings

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
Budget transfer

SOURCE: ( ) 4/5ths Vote Required

A. Internal transfers \$ \_\_\_\_\_

B. Unanticipated revenues \$ \_\_\_\_\_

C. Reserve for contingency \$ \_\_\_\_\_

D. Description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 91-490

Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

*WWS* Approved ( ) Denied

( ) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA

By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A.O. Initials: *[Signature]*

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

BUDGET  
ACTION FORM

RESOLUTION NO. 91-490

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BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq, the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

<u>Department</u>	<u>TRANSFER</u>		<u>Amount</u>
	<u>Item</u>	<u>Account No.</u>	
From:			
Board of Supervisors	Secretary	001-100-1-008	\$1,500.00
To:			
Personnel	Extra Help	001-102-1-003	\$1,500.00